

# **Logging into Pathways**

Individuals with existing profiles in DGS Training Registration System (TRS) and who are first time users to Pathways will need to reset their password for Pathways. Past TRS training records and profiles were transferred from TRS to Pathways.

# First Time Users to Pathways Need to Reset Password

Please read and follow the below instructions to reset your password. After resetting your password you will be able to log into Pathways to view course availability, enroll in courses and view past DGS training records.

Step	Direction
1	Copy and paste the Pathways link ( <a href="https://learning-dgs.csod.com/client/learning-dgs/orim.aspx">https://learning-dgs.csod.com/client/learning-dgs/orim.aspx</a> )
	into Google Chrome browser. Pathways works best using Google Chrome.
2	Click Forgot Password to reset your password.

#### Pathways Log In Page





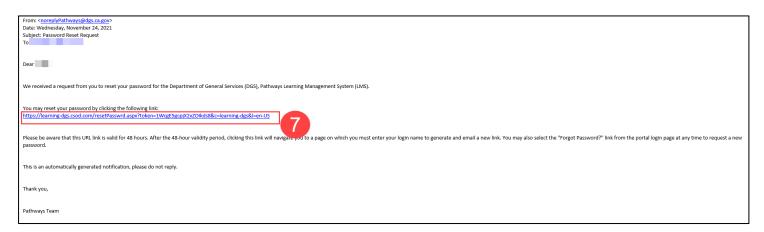
Step	Direction
3	Enter your email address in Login Credentials.
4	Check the <b>box</b> next to <i>I'm not a robot</i> and complete the reCAPTCHA.
5	Click <b>Submit</b> .
6	Click <b>OK.</b> An email will be sent to your email address on file.
7	Check your email inbox for an email from <a href="mailto:noreplyPathways@dgs.ca.gov">noreplyPathways@dgs.ca.gov</a> .
	Click on reset password <b>link</b> in the email.
	If an email is not received, you may not have an email address on file. Please contact Kelli
	Miyata at Kelli.Miyata@dgs.ca.gov .

## **Forgot Password Page**



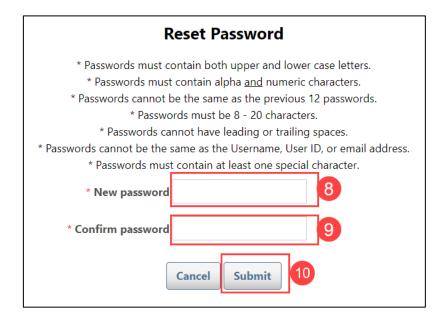


#### Email from noreplyPathways@dgs.ca.gov which contains reset password link



Step	Direction
8	Enter your new password in New password.
	Passwords <b>must:</b> <ul> <li>Contain both upper and lower case letters</li> <li>Contain alpha and numeric characters.</li> <li>Be 8-20 characters</li> <li>Contain at least one special character</li> </ul>
	Passwords cannot:  • Be the same as the previous 12 passwords  • Have leading or trailing spaces  • Be the same as the Username, User ID, or email address
9	Enter same password from Step 8 in Confirm password.
10	Click Submit.

### **Reset Password Page**



Step	Direction
11	Enter your username in Username. Username is your email address.
12	Enter your password in Password.
13	Click <b>Login</b> . You will be directed to the Pathways Welcome Page.

# Pathways Log In Page



## **Welcome Page**

